



# CAREER OPPORTUNITY

**CITY OF LA HABRA, CALIFORNIA**  
**HUMAN RESOURCES DEPARTMENT \* P.O. BOX 337 \* 90631**  
**201 E. LA HABRA BLVD. \* LA HABRA, CA \* (562) 383-4000**

## CIVIC CENTER

### **TEACHER'S AIDE (Part-time)**

Head Start Program

\$9.050/hour- \$14.039/hour plus partial benefits

The City of La Habra is recruiting for the position of Teacher's Aide (Part-time) for the Head Start Program. The Teacher's Aide works either 6 or 8 hours per day, depending on assigned shift. This position is for a specific program authorized under Federal rules and funding and may be of a limited term (subject to continuation of grant).

#### **Definition:**

Under immediate supervision, assists the teacher in instructing and caring for pre-school children.

**Essential Duties** include the following. Other duties may be assigned:

- Assists teachers in child development lessons and observations.
- Assists in preparing nutritional snacks.
- Assists teachers in general clean-up of center facilities.
- Assists in supervising children at all times.
- Assists teacher in maintaining a clean, safe, and orderly classroom environment.
- Takes attendance information.
- Prepares art materials, displays, and games for special occasions.
- Prepares lettering, charts, and posters.
- Participates in student assignments.
- Contacts parents for participation in projects.
- Performs other related duties, as required.

**Qualifying Knowledge, Skills and Abilities:**

Must be at least 18 years of age at time of appointment; experience working with young children is required; knowledge of child development principles and practices; ability to communicate with preschool age children, their parents, and staff; ability to read, write, and speak English at a level sufficient for successful job performance; ability to speak, read, and write in Spanish is preferred; ability to comply with federally mandated training requirements for state licensing; ability to maintain effectiveness in stressful situations; ability to meet the physical requirements necessary to perform the assigned duties safely and effectively; ability to establish and maintain effective relationships with others and provide excellent customer service to members of the community and all those contacted while performing job functions.

**Education Requirements:**

Applicants are required to possess either: An associate's degree in Early Childhood Development or related field, OR be continuously enrolled in school working towards an associate's degree in Early Childhood Development or related field. Must hold or obtain a current and valid Child Development Associate Teacher Permit within 30 days of appointment. Applicants must continue with professional growth hours on a continuous basis as a condition of continued employment. Please attach copies of transcripts and permit to application.

**Certificates of Licenses:**

Must possess and maintain a valid California Class C driver's license.

**Application Procedure:**

Applications are available in the Human Resources Department or may be downloaded from the City's website at [www.lahabracaca.gov](http://www.lahabracaca.gov). **Completed applications, together with copies of permit and transcripts will be accepted CONTINUOUSLY until the position is filled.** Applications will be screened and those applicants deemed best qualified will be invited for an oral interview. The final candidate must successfully complete a medical exam, drug screening, employment history verification, DMV check, and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least five (5) days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

***This bulletin is not a contract, neither expressed nor implied.  
Any provision herein may be modified or revoked.***